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E06-874

23 April 1956

MEMORANDUM FOR: Chairman, Incentive Awards Committee

THROUGH: Director of Training

SUBJECT: Nomination for Group Superior Accomplishment Award

1. Under provisions of paragraph 3b, CIA Regulation No. [REDACTED] 25X1A
I wish to nominate particular junior members of the Testing Services and Research Branches of this Staff to receive and share equally in a group award for superior accomplishment during calendar year 1955.

2. Certain of the activities of the Assessment and Evaluation Staff, such as psychological assessment, training evaluation, and research, are well known because the end-products are evident and are of direct interest and value. There is, however, much behind-the-scenes work that goes on day after day in support of the more publicized programs. The employees here recommended for special recognition have distinguished themselves through highly motivated and sustained effort in performing duties which, though essentially routine and repetitive in character, are also exacting and onerous and, more significantly, are basic to all professional psychological services provided by the Assessment and Evaluation Staff.

3. The members of this group have willingly and cheerfully accepted the challenge of ever increasing labor requirements involved in administering comprehensive batteries of psychological tests, scoring and checking multitudinous test papers, both manually and electronically, and recording, processing, and reporting masses of test information. These tasks are never ending and must be accomplished expeditiously and meticulously to the end that specific test information can be appropriately employed in prognosis of job and training success, evaluation of work and school performance, assessment of capabilities and suitability for critical assignment, and other types of professional psychological services.

4. During 1955 this group, although severely limited in size, successfully coped with a work load of unprecedented proportions, brought about by an unanticipated Agency-wide increase in demand for

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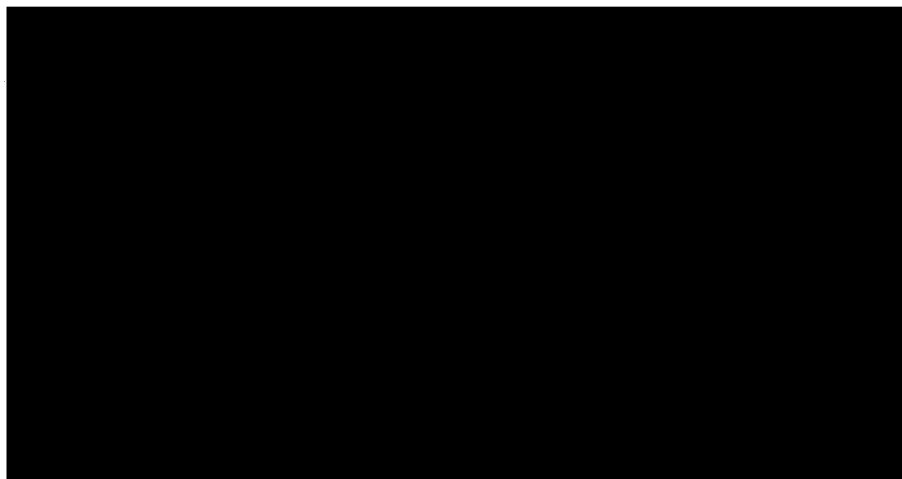
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Assessment and Evaluation Staff services. Specifically, within this twelve month period 37,883 separate tests were administered to a total of 5,261 individuals referred to this Staff in connection with some organized program. Testing services were provided for approximately 800 more persons in 1955 than in the preceding year. Stated even more graphically, during 1955 something on the order of a quarter million items of test information were gathered, recorded, and made available for pertinent use in one or another of the established activities carried on by the Assessment and Evaluation Staff.

5. The individuals contributing to the above described accomplishments have consistently worked as a co-operative team, often under pressure, but always with enthusiasm and good humor. Not only have they displayed a high order of self-discipline and devotion to duty but, more impressively, they have been keenly alert and resourceful in re-organizing work methods and techniques toward greater efficiency. This group's record of performance, both in quantity and quality, has been truly outstanding and the results achieved have contributed materially to the success of the Office of Training program and, thereby, to the accomplishment of the Central Intelligence Agency's mission.

6. It is therefore recommended that the superior accomplishment of this group as demonstrated in sustained work performance of an outstanding level of efficiency be recognized by the granting of a group incentive award, to be shared in equally by all members. It is suggested, further, that this group award consist of the granting of \$100.00 in cash and an appropriate citation to each individual. The employees nominated to share in the proposed award are:

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Chief

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Assessment and Evaluation Staff

24 APR 1956

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